

# Michigan Medicaid Long Term Care Task Force

Established by Governor Jennifer Granholm in Executive Order No.1-2004

---

June 15, 2004

Dear Members of the Michigan Medicaid Long Term Care Task Force:

Congratulations upon your appointment to the Medicaid Long Term Care Task Force! As chairperson of the task force, I am enthusiastically looking forward to working with you in carrying out our charge given to us by Governor Granholm. Our responsibilities and tasks are ambitious, and we have a great deal of work ahead of us over the next several months. More detailed information will follow, but I wanted to begin planning our meetings and formulating our discussions as a group as soon as possible. A list of all planned meetings is enclosed, however, I would like to **note a first meeting date of Tuesday, June 29, 2004**. The time will be 9:30 AM--3:30 PM, and the location will be it the Capitol 1 Ballroom of the Radisson Hotel in Lansing.

As you are aware, a number of discussions and activities related to the issue of long term care services and supports for residents of Michigan have already taken place, and continue to take place. The Michigan Department of Community Health undertook a review, and synopsis, of related documents. From this review, the department adopted a statement of the vision and values to guide long-term care services and supports in Michigan. Enclosed is a copy for your review and for discussion at our first meeting. I encourage you to read this document thoroughly, and hope the task force can use this document as a basis for our activity during the next year.

Additionally, the department has compiled a working document of specific activities and tasks related to long term care issues that have occurred, that are currently underway, or that can be considered for future activity. This "Milestones" document (enclosed) incorporates tentative timeframes and can be used during our discussions to help identify concrete activities that this task force may wish to consider incorporating into its final report. A binder containing other informational and background materials related to long term care issues will be given to you at the first meeting.

In order to begin our task, I had the opportunity to meet with representatives of the department and the MSU Institute for Health Care Studies, who will be providing support to the task force. During this meeting several suggestions for administrative, procedural, and operational activities for the task force were discussed. These are listed below, and I would appreciate it if you would review these proposals prior to our first meeting. We can then discuss these proposals and make decisions regarding how the task force wishes to function over the next year. If you have alternative suggestions, please come to our first meeting with a specific proposal for discussion.

## **Procedural Issues**

During our first meeting, I would like to spend a brief period discussing how the task force plans to operate. If we could agree to some procedural and administrative matters at the beginning of the process, we can operate more effectively and efficiently as a group during the course of the

next several months. Some issues that may be helpful to discuss are as follow, although there may be others you wish to add. Please let me know of other procedural issues that should also be discussed at this first meeting.

- 1) Will the task force require a quorum to meet or to make decisions? (note executive order language on this issue) Is participation required in person, or are other methods acceptable; e.g., phone conference, video conference;
- 2) Are task force member designees acceptable to the group, and in what capacity (note executive order language on this issue);
- 3) Should the task force operate on the basis of group consensus rather than a system of formal voting? In the event that votes are required, must this be in person, by phone or is proxy acceptable;
- 4) Governor Granholm's Executive Order states the task force may select a Vice-chair and Secretary. Should these offices be established and how will officers be selected;
- 5) Is the proposed meeting schedule acceptable to the task force or are changes necessary; and
- 6) Other issues.

### **Meeting Dates – See Enclosed Schedule**

Ten specific dates have been set as noted on the attachment, with the meetings held in Lansing. This schedule was planned to accommodate activity necessary for the task force to submit an interim report to the Governor in October 2004. It will also permit us to complete the final report, with recommendations, by the target date of April 2005.

In addition to these ten dates, we would like to provide an opportunity for stakeholders to speak directly to members of the task force in areas outside of Lansing. If members would volunteer to go to approximately three other sites around the state, this could provide an additional source of public comment that could be brought back to the full task force. I suggest a group of 4-5 members for meetings in the Wayne County area, Grand Rapids area, and northern Michigan. The task force members participating would decide these additional meeting dates; however, the department would handle meeting arrangements. If you would be willing to participate in one or more of these meetings, please come to the first meeting prepared to volunteer and to agree upon an acceptable date with the other participating members.

### **Meeting Agendas**

The vision and values document, which is enclosed, presents thirteen issues/principles for long-term care. If acceptable to task force members, each of the meeting dates would be planned to specifically address at least one of these issues/principles. We would use the identified meeting date to thoroughly discuss the issue on the agenda, incorporate task force member and public comments, and develop a proposed task force position and recommendations based on group consensus. In between the meeting dates, there would be an opportunity to receive and consider additional comment and input. However, in order to assure continued progress on a specific issue, at the subsequent meeting we would take final action or make a final decision regarding the proposed task force position and recommendations.

### **Public Comment**

In order to facilitate public comment, yet to assure that the task force completes its charge by the established deadlines, I propose that each meeting agenda include a half hour to an hour period

for public comment at the beginning of the meeting. This time would need to be closely adhered to, but would provide an opportunity for individuals interested in long term care issues to personally address the task force. While any long-term care issue could be addressed at this time, it would be most productive if the public input could be directed to the specific topic on the agenda. This would provide task force members with comments related to the day's discussion, as well as assure the presenter that members would immediately hear their comments.

The task force would also welcome public input in writing, either to a specific task force member or to the chair.

### **Medicaid Long Term Task Force Contact**

Questions regarding task force correspondence, activities and meetings should be directed to the task force to the attention of John Hazewinkel, Institute for Health Care Studies, D132 West Fee Hall, East Lansing, Michigan, 48823. He may also be reached at 517.432.7285 or at [john.hazewinkel@ht.msu.edu](mailto:john.hazewinkel@ht.msu.edu).

I realize we have an ambitious agenda and much work ahead of us. However, many of us have been actively involved and interested in long term care issues for a number of years, and are prepared to direct our energies into effecting supports and improvements in the long term care area. I truly believe that we have been presented with a tremendous opportunity to offer our varied areas of knowledge; experiences and expertise of long term care issues to the Governor and to the department. We can provide assistance in assuring that Michigan residents in need of long term care services are afforded a broad range of services and supports from which they can select based upon personal choice and needs. I am looking forward to working closely with all of you as a group to carry out our charge.

Sincerely,

RoAnne Chaney, Chair

Enclosures:    Vision and Values Statement  
                    Milestones Document  
                    Membership List  
                    Meeting Schedule  
                    Executive Order No.1-2004  
                    Map to Radisson Hotel Lansing